



U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON, D.C. 20233

GEO-70-L1A

BUDGET BUREAU NO. 41-R2435  
APPROVAL EXPIRES JUNE 30, 1970

OFFICE OF THE DIRECTOR

February 5, 1968

Dear Sir:

We at the Bureau of the Census want to make it possible for you to take the fullest advantage of the statistical data that the 1970 Censuses of Population and Housing will provide for your municipality.

A wealth of information will be available to you, through either published tabulations or special tabulations you might request. But to furnish you this information we must have your help . . . now. We must know current boundaries of cities, towns, villages, boroughs, and other areas now, in order to prepare for the census, and to be able to tabulate accurate statistics for each area after the census enumeration.

We have on file maps for most municipalities in the United States as a result of the cooperation you and other municipal officials have given us in the past. Unfortunately, the boundaries on many of these maps are not current; often they do not show changes in corporate limits that have been made since the 1960 censuses. The enclosed listing will indicate whether we have a map for your municipality. In some cases we had a reproducible map which we could send; in others, copyright limitations, fineness of detail on the map, or our inability to reproduce certain types of colored maps precluded our sending a map. Special instructions relating to both situations are outlined in the enclosure.

We have also enclosed a listing of all the annexation information we have in our files for your municipality since April 1960. Will you please review the information, correcting it where necessary and adding any missing information for the period April 1, 1960 through January 1, 1968. Also complete the items in the heading.

An envelope and a label which require no postage are enclosed for your convenience; either or both may be used in returning the material. Please read the instructions enclosed with this letter thoroughly before preparing the map, and mail the completed listing and map within ten days after receipt of this request if possible. Even if no changes have occurred since April 1960, these materials should be signed and returned.

Your attention is also directed to Title 15, Chapter 1, Code of Federal Regulations recently amended to read:

Sec. 70.1 "The Bureau of the Census will recognize only those boundaries in effect on January 1, 1970, for the tabulation and publication of data from the 1970 Censuses of Population and Housing. Respondents will be enumerated on the census date as residing within the legal limits of municipalities, wards, the county subdivision areas, and counties as these limits existed on January 1 of the census year."

Sec. 70.3 "Changes in boundaries that become effective after January 1, 1970 will not be recognized by the Bureau of the Census in taking the 1970 Federal censuses. The residents of any area which is transferred to another jurisdiction after January 1, 1970, will be enumerated in the censuses as residents of the area in which their respective residences were located on January 1."

We will be writing to you again before the 1970 censuses to inquire about any further annexations and other boundary changes. We will also inform you of the final cutoff date for accepting notification of boundary changes which occur up to January 1, 1970. After this cutoff date any corrective action that the Bureau of the Census might take to have the tabulations conform to the January 1 boundaries will have to be at the request and expense of the municipalities concerned. Accordingly, we ask that you give this inquiry and subsequent ones your careful consideration.

Thank you for your assistance and cooperation at this time.

Sincerely yours,

*A. Ross Eckler*

A. Ross Eckler  
Director  
Bureau of the Census

Enclosures

INSTRUCTIONS

## 1. Review of Map

Map Enclosed

If we have enclosed a map of your municipality, it will show in green the latest corporate limit information from our files. Please review these boundary lines. If they do not show the correct boundary as of January 1, 1968, please draw in the correct boundaries in red. Also certify the accuracy of the boundaries in the margin of the map, and date and sign the certification. If the boundaries are correct as drawn, please certify as above. Such a certification might read "I certify that the boundaries shown on this map are correct as of January 1, 1968."

In addition, we ask that you send us a copy of an up-to-date map, at a scale of approximately 600 to 1000 feet per inch, showing the location and names of existing streets, roads, railroads, streams, and similar features. This map, if possible, should not contain such features as lot lines, shading indicating land use or zoning or similar information which will interfere with the addition of census identification information.

If the enclosed census map is inadequate for plotting the current corporate limits, these limits should be shown and certified on the up-to-date map you furnish.

Note: For municipalities with a 1960 population of 3,000 or more.

If your municipality is divided into wards, please mark the ward boundary lines and ward numbers, or other designations, on the map in blue.

Map not Enclosed

If we did not enclose a map, we request that you furnish us with a copy of an up-to-date map of your community, preferably at a scale of 600 to 1000 feet per inch. It should show the location and names of existing streets, roads, railroads, streams, and similar features. The map, however, should not contain such features as lot lines, shadings indicating land use or zoning or similar information which will interfere with the addition of census identification information.

On this map, please draw in the corporate limits as of January 1, 1968, in red. Also, certify the accuracy of the boundaries in the margin of the map and date and sign the certification.

Note: For municipalities with a 1960 population of 3,000 or more.

If your municipality is divided into wards, please mark the ward boundary lines and the ward numbers, or other designations, on the map in blue.

## 2. Review of Annexation listing

We are furnishing you with a listing showing all the annexation information that we have in our files for your municipality since April, 1960. The listing may also indicate that we have no annexation information for your municipality. Please review the information listed, correct it where necessary, and add any missing information for the period April 1, 1960 through January 1, 1968.